



# HOW TO PRESENT IN MS TEAMS

ABSTRACT

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## How to Present in MS Teams

MS Teams allows you to present any PowerPoint presentation, Word document and even an Excel spreadsheet during a Teams meeting. Some of the top questions asked are:

- should these files be already open? The answer is yes, simply because you do not want to be searching for files when giving any presentation within a Teams meeting.
- Does it need to be open? No, you can go and search for the files if you wish during a meeting, but it is more professional to have them ready to go beforehand.

### Step 1: Setting the Teams

1. Open MS Teams



Figure 1: MS Teams

2. If the meeting has already been setup, a reminder popup box will appear 15 minutes before the meeting.

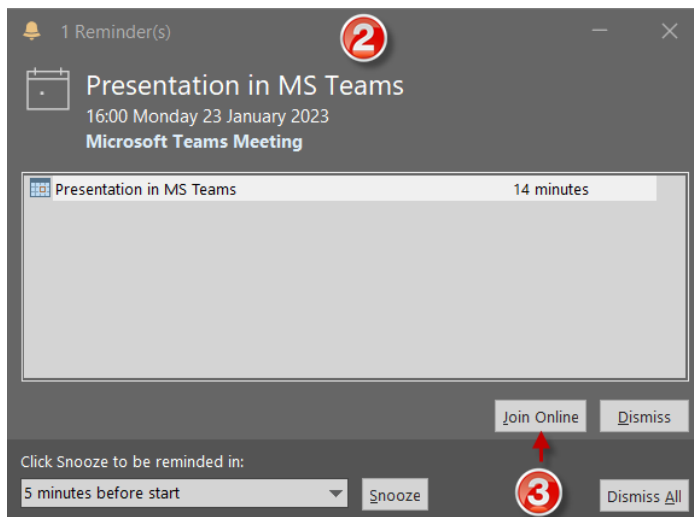


Figure 2: MS Teams Reminder

3. Click Join Online.



4. If you wish at this stage, you can turn on your camera.

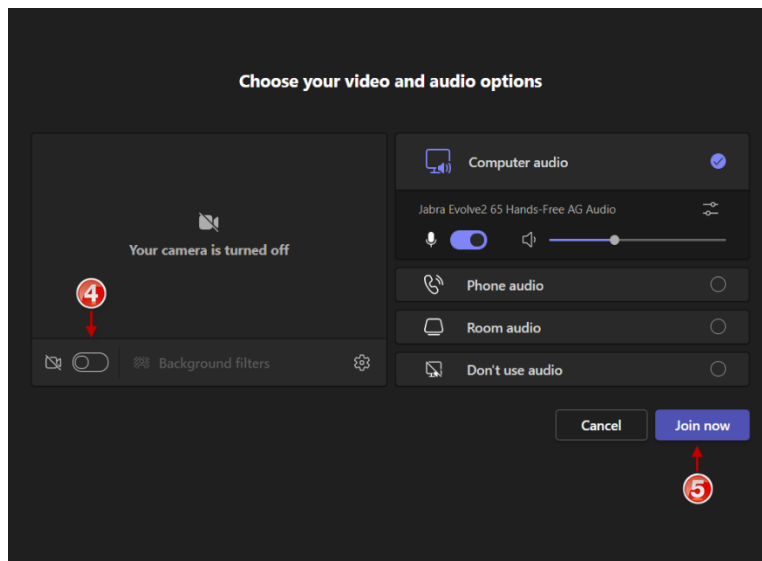


Figure 3: Teams Video and Audio options

5. Click Join now.

6. MS Teams, meeting screen

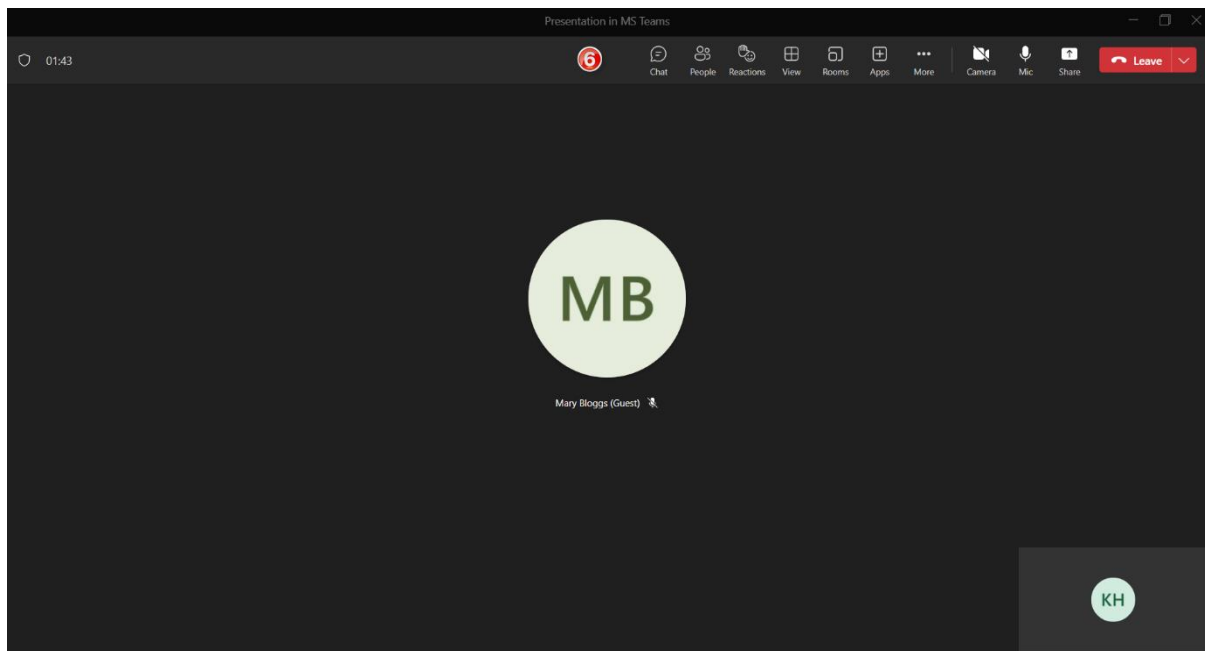


Figure 4: MS Teams



## Step 2: Sharing a Presentation

### 7. Click Share

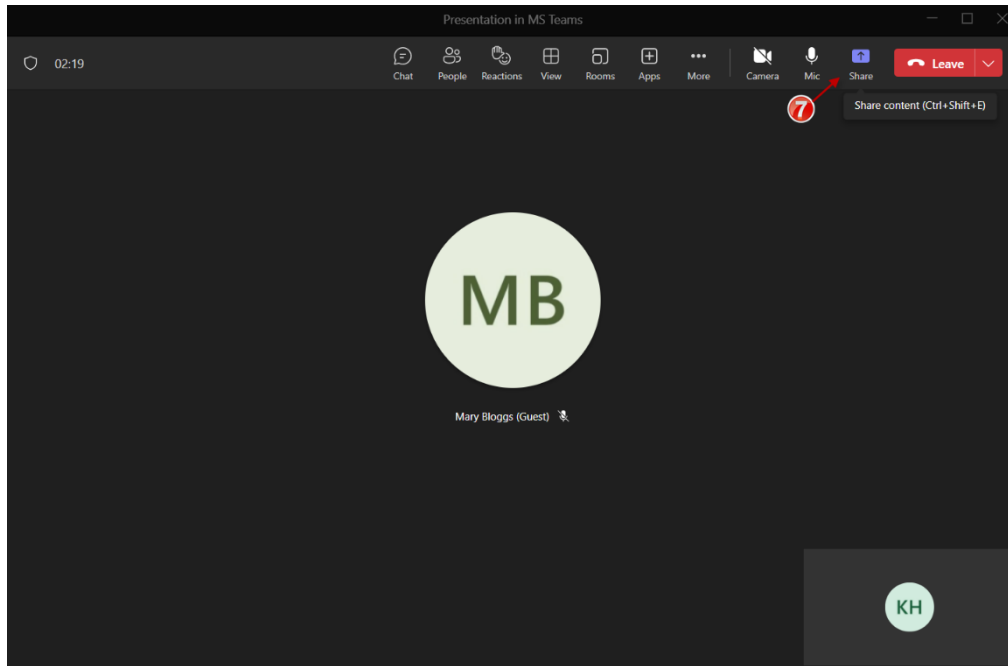


Figure 5: MS Teams Share

### 8. Click on the presentation

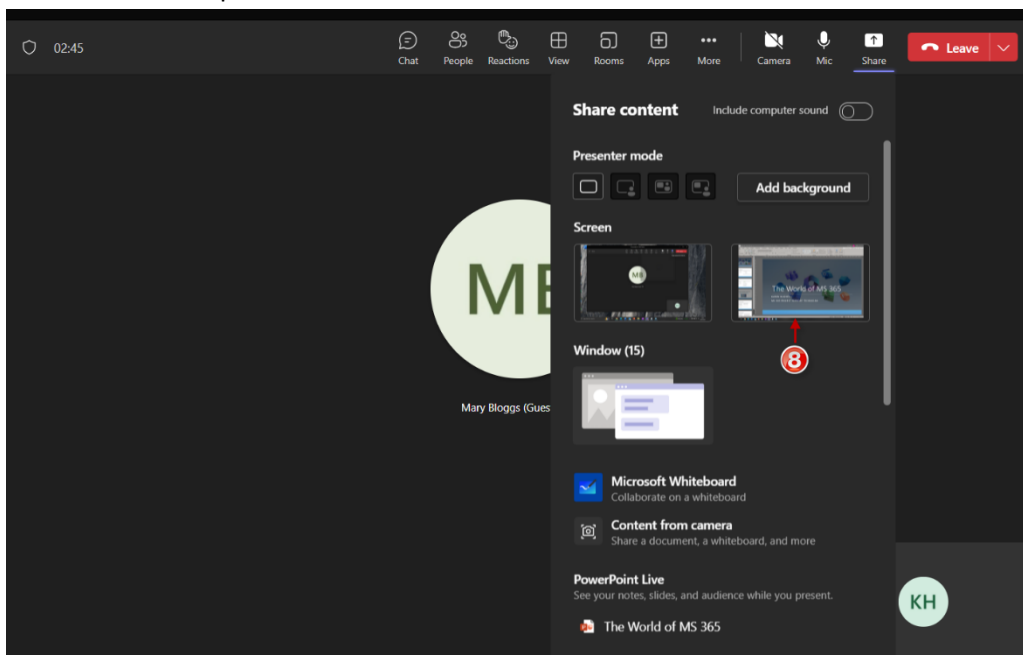


Figure 6: Selection Presentation



**Please note:** If you have a dual monitor setup, please make sure you select the monitor that you are showing your presentation on.



9. The presentation being shown on the presenter's screen

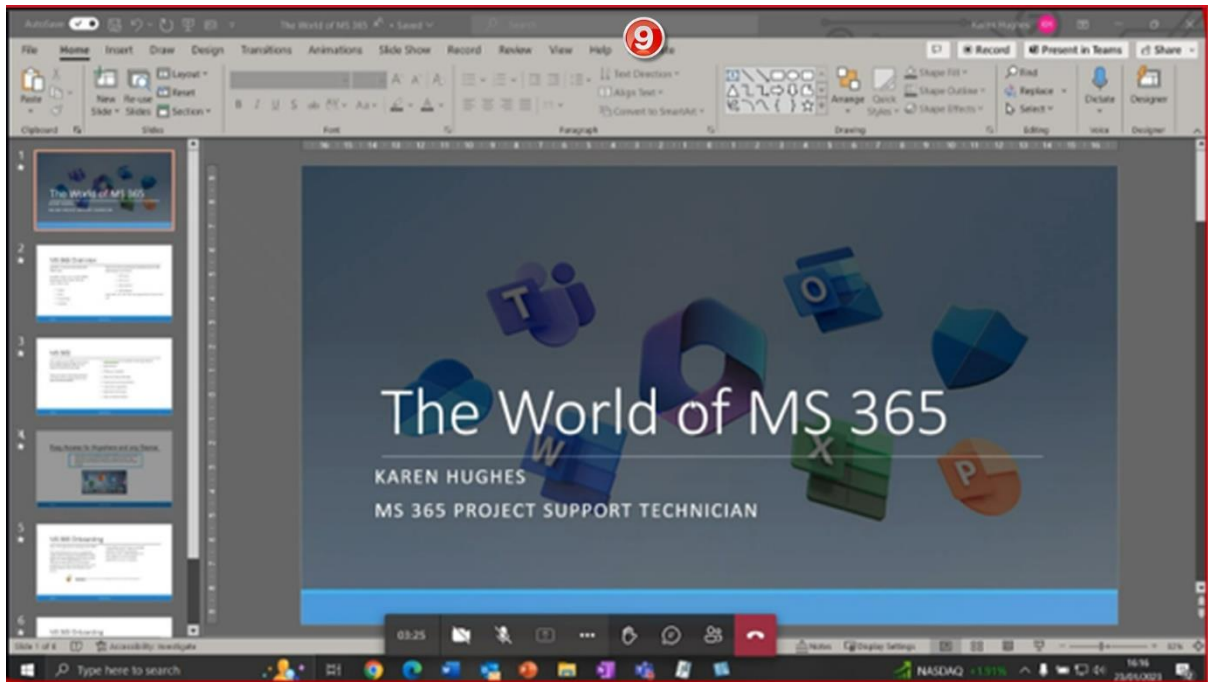


Figure 7: Presentation on screen



**Please note:** You will notice a red outline; this shows what is being presented to the attendees.



### Step 3: How to stop sharing a presentation.

Return to the screen where you can see your attendees, this is where you can stop sharing your presentation.

#### 10. Click Stop Sharing

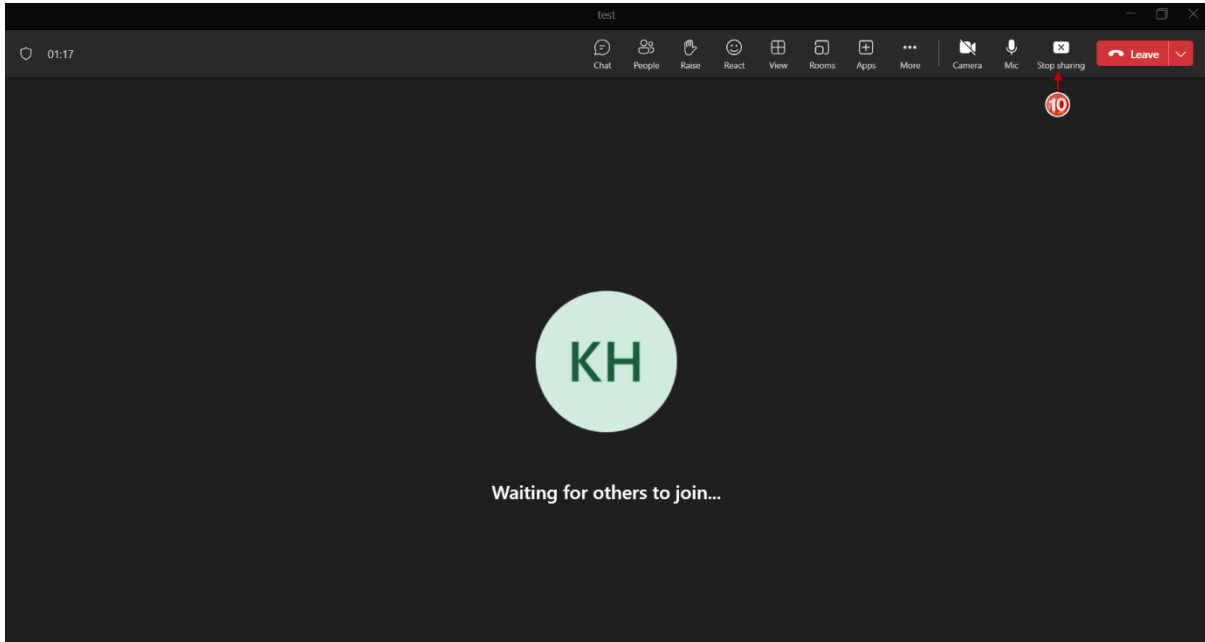


Figure 8: Attendee's Screen

#### 11. Click Leave to end the Teams meeting.

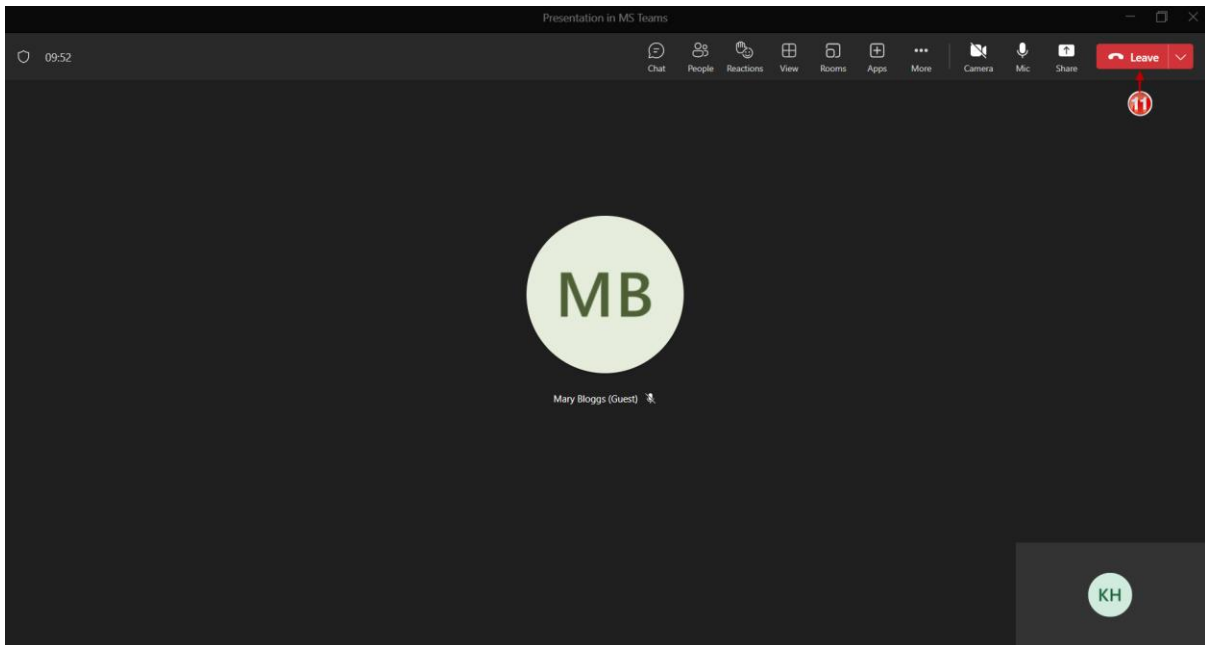


Figure 9: Leaving the meeting.



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